

AGENDA FOR THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE MEETING

*The State Universities Civil Service Advisory Committee will convene its quarterly meeting
Thursday, January 14, 2016, 10:00 a.m. at 11 Uptown Circle, Normal, IL 61761
Friday, January 15, 2016, 9:00 a.m. at 1101 N. Main Street, Normal IL 61761*

Agenda Item Number

SUBJECT

- 1. Call to Order – Chair Andy Small**
- 2. Roll Call – Secretary Kim Kirchner**
- 3. Installation of New Members and Reading of Oath**
 - **Ms. Mary Schultz Northeastern Illinois University**
 - **Mr. Daniel Urbanski University of Illinois/Chicago**
- 4. Designated Employer Representative (DER) of Host Campus**
- 5. Introduction of Guests**
- 6. Public Comments**
- 7. Review of Correspondence**
- 8. Officer and Committee Elections (*Action Item*)**
- 9. Approval of minutes of the October 2015 Quarterly Meeting (*Action Item*)**
- 10. Report of Chair – Andy Small**
 - **Election Process**
 - **Classification Plan**
 - **Custom Classes**
 - **Audit Process and Structure**
 - **Discharge Process**
 - **Specialty Factors**
 - **Legislative Updates, Statute/Rule/Procedure Update**
 - **Employees on “Soft Money”**
- 11. Report of Director – Jeff Brownfield**

a) Update on rule change to section 250.50 (Residency), effective December 1, 2015

b) Update on rule change to section 250.60 (Rule of Three), January 1, 2016

c) Discussion of possible rule changes to section 250.30 and 250.50

d) Discussion regarding proposed procedure manual changes

h) Agency Budget/Staff Update

i) Audit Program Update

j) Class Plan Update

- 1. Police Sergeant and Police Officer Exam Project**
- 2. Typing Test – Elimination of typing requirements for HR**
- 3. Clerk and Office Support Series revisions**
- 4. Reinstatement of Police Corporals**
- 5. Deletion of old/unused classes**

k) Legal Update

12. Report of Executive Committee

13. Report of Legislative Committee

14. Report of Election Committee

15. Schedule SUCSAC Meeting Dates for 2016 (*Action Item*)

2. Expired Term. An expired term shall be filled by election in accordance with the approved election procedures. Regular elections to fill expired terms of members of SUCSAC shall be held the third Tuesday in October.
3. Special Term. The Election Committee shall determine the length of the term when a vacancy exists. A vacancy on SUCSAC shall exist when:
 - a. a member resigns from SUCSAC;
 - b. a member leaves the service of an employer covered by SUCSS;
 - c. a member transfers to the service of another employer covered by SUCSS;
 - d. a member changes employment to other than status civil service;
 - e. a member goes on leave of absence or disability for more than one year;
 - f. a member has been expelled for lack of attendance as determined by the Executive Committee¹, referring to the Member Information Manual;
 - g. a member is laid off for more than one year or,
 - h. an election is declared null and void.

Article II. ELECTION PROCESS

Section I. Notice of Vacancy

1. Upon notification to the Chair of SUCSAC that a vacancy exists, a special election shall be held to fill that vacancy. The Election Committee Chair, with the approval of the Election Committee, shall notify the Designated Employer Representative (DER) of the vacancy and shall request that notices of the special election be posted within 30 calendar days after receipt of such notification. Special elections shall be conducted in accordance with the approved procedures for regular elections.
2. With the concurrence of SUCSAC representative(s), notices of election shall be posted by the DER at each of the places of employment listed in Section

¹ The individual may appeal the pending expulsion, in writing, to the chair of the SUCSAC within 15 calendar days after notification of pending expulsion. Action will be determined at the next SUCSAC meeting.

1 of Article I of the Bylaws at least 39 calendar days prior to the election. The polling location(s) and time(s) shall be designated and specified on such notices.

Section II. Eligibility

To be eligible for nomination and election to membership on SUCSAC a civil service employee must meet all of the following qualifications:

1. Must be a certified status civil service employee at the specific university/agency of election.
2. Must have served at least three current consecutive years of civil service employment in an institution currently served by SUCSS at the time the candidate picks up the petition and the statement of candidacy.

Section III. Petition

1. SUCSAC shall approve the petition and the statement of candidacy forms, which shall be made available by the DER 32 calendar days prior to the election date.
2. Nominations shall be made by approved petition forms, signed by at least 25 civil service employees eligible to vote (refer to Section IV., Number 9, of this Article of the Bylaws) at the respective place of employment. There is no limit to the number of petitions which any specific employee may sign.
3. An acceptable petition for nomination must meet the following requirements:
 - a. have at least 25 signatures of civil service employees eligible to vote (refer to Section IV, Number 9, of this Article of the Bylaws);
 - b. be received by the DER within the specified date and time in accordance with Number 4 below; and
 - c. be dated and signed by the DER as to the date and time of receipt. A receipt, indicating date and time the petition was received, will be issued by the DER.

4. Approved petitions and statements of candidacy forms shall be filed with the DER prior to the close of business at least 25 calendar days prior to the election date.
5. A candidate desiring to withdraw must present a statement of withdrawal in writing to the DER at least 20 calendar days prior to the election.
6. An official election to SUCSAC will not be necessary if the total number of petitions filed equals the number of slots to be filled. When such a circumstance exists, the DER shall certify the name(s) of said candidate(s) to the chair of the Election Committee within five calendar days after the closing date for withdrawal of candidacy. The candidate(s) shall be notified of such certification by the Election Committee.

Section IV. Pre-Election

1. The DER shall make known to civil service employees the official list of candidates, including qualifications furnished by the candidates, not later than 15 calendar days prior to the election date.
2. Campaigning shall be done only by civil service employees. No off campus group(s) including, but not limited to, unions and religious organizations, may participate in the election in any manner. No campaigning activities shall be carried on within 25 feet of a polling place. Evidence of such participation shall constitute sufficient cause for disqualification of any candidate.
3. The DER shall cause the official ballots and tally sheet forms to be printed at least 12 calendar days prior to the election.
4. Names of eligible candidates shall be printed on the ballots in the same order as their acceptable petitions were received as outlined in Section III, Number 3, of this Article. Write-in candidates will not be recognized. Refer to Number 2, of Section III of this Article of the Bylaws.
5. At each place of employment listed in Section 1 of Article I of the Bylaws there shall be as many polling places as, in the opinion of the DER and with

the concurrence of SUCSAC representative(s) from that place of employment, are necessary to carry on the election. The polling places must be open sufficient hours to permit all employees to vote.

6. Election to membership on SUCSAC shall be by secret ballot.
7. At least one judge and one teller, who are not candidates for membership to SUCSAC, shall be appointed by the DER with the concurrence of the current SUCSAC member(s). The judge shall initial all ballots prior to handing them to a qualified voter. Judges and tellers shall serve without loss of pay.
8. The DER shall provide a suitable sealed ballot box at each polling place. No ballot box shall be opened until the votes are to be counted following the closing of the polling places on the scheduled election day.
9. Any civil service employee, excluding temporary, provisional, student and extra help, at a place of employment, who is currently employed as of the date of the election, shall be granted the time to vote without loss of time or pay.

Section V. Election

1. An election may be conducted by the use of mail ballots for a place(s) of employment under the jurisdiction of a DER, except at that place of employment where the DER is located. The DER shall initial all ballots prior to sending them with the polling register to his designee 11 calendar days before the election. Each employee using a mail ballot shall:
 - a. sign the polling register;
 - b. present institutional identification card, driver's license, or other identification acceptable by the Election Committee and receive a ballot from the DER or designee;
 - c. vote; and
 - d. place the ballot in an individual envelope, seal it and return it to the DER's designee.

The DER's designee shall initial all sealed envelopes and return them with the polling register to the DER in a single envelope to arrive prior to the close of the polls. The DER shall place the single sealed envelope in a ballot box.

2. An employee may vote by absentee ballot, providing proof of inability to vote on the approved election date is furnished by the employee to the DER. The employee may cast an absentee ballot 11 days prior to an election, but no later than one day prior to the election. An employee may cast an absentee ballot in accordance with the following procedure:
 - a. sign the polling register;
 - b. present institutional identification card, driver's license, or other identification acceptable by the Election Committee and receive a ballot from the DER;
 - c. vote; and
 - d. place the ballot in an individual envelope, seal it and return it to the DER. The DER initials the envelope and places it in the ballot box.
3. Each voter shall be required to sign the polling register. In addition, the university/agency institutional identification card, driver's license, or other identification acceptable by the Election Committee shall be presented by each voter to the election judge before receiving a ballot. Any employee signing a polling register more than one time, or signing more than one polling register, shall become subject to Section 250.110(d)(3) of the Illinois Administrative Code (80 Ill. Adm. Code §250.110(d)(3)) (falsification of records).
4. A voter may cast as many votes on a ballot as there are SUCSAC vacancies at the place of employment, but only one vote for any one candidate.
5. At the time of closing a polling place, any eligible voter who is present shall be permitted to vote.
6. After each polling place has been closed, the election officials shall be responsible for counting the ballots, tallying the results, and filing the ballots and the official tally with the DER within 24 hours.

7. The candidate(s) receiving the most votes, and corresponding in number to the vacancies being filled at the place of employment, shall be declared elected. In case of a tie vote, a drawing shall be conducted by the official teller(s) and judge(s) of the election. The result of the drawing shall determine the election.

Section VI. Post-Election

1. The DER shall file the ballots, the official tally and certification of the election results with the chair of the Election Committee within six calendar days following the election. The Election Committee shall send all election materials to SUCSS to be retained in accordance with its retention policy.
2. The chair of the Election Committee shall send one copy of the appropriate official tally of the election to each candidate.

Section VII. Election Protests

1. A candidate desiring to protest the election at a place of employment shall notify the Chair and Secretary of SUCSAC and the DER who conducted the election in writing within five working days following notification of the SUCSAC election results by the Election Committee Chair. The candidate shall include a statement containing all facts which the candidate attests to be the true basis for such a protest. The DER, within five working days following receipt of a copy of the election protest, shall submit to the Chair and Secretary of SUCSAC statements relating to each item presented in the protest together with any additional comments or information pertinent to the conduct of the election.
2. The Secretary of SUCSAC shall submit, within five working days, following receipt of the DER's statement a copy of the protest and a copy of the DER's statement to each member of the Election Committee. It should be noted that if no statement is received from the DER, the facts as alleged in the candidate's protest may be the primary evidence upon which the Election Committee will base its decision to approve or disapprove the protest. The Election Committee shall submit the decision on the protest within 15 working days following the date of the DER's statement, but no

longer than 25 working days following the date of the candidate's protest. Failure by the Election Committee to submit the decision in a timely manner, without consent by all parties of the protested election to a reasonable delay, shall be recorded as approval of the protest.

3. If the protest is approved by the Election Committee, the Chair of SUCSAC shall notify the DER of such approval and shall call for a new election within 35 working days of such notice in accordance with all Sections of Article II of these Bylaws, except that Numbers 1, 2, 3, 4, and 5 of Section III of Article II of the Bylaws shall not be in force.
4. If the protest is denied by a majority vote of the Election Committee, the election, as held, shall be considered valid, and all candidates and the DER shall be so notified in writing by the Chair within five working days following the decision by the Election Committee.

Section VIII. Installation

An incumbent member shall hold office until a successor is properly qualified, elected, and seated. Newly elected members shall be seated at the annual meeting, or at the first meeting following the election. They will be given the following charge and obligation by the Chair:

I shall represent all members of the civil service staff of the System and pledge that my deliberations, decisions, and recommendations shall be on behalf of this total staff, and that I will not be influenced by any action which is not in the best interest of those I represent.

I recognize my obligation to support excellence in higher education in the State of Illinois, and I pledge my efforts toward that goal.

As an employee of the State of Illinois, I pledge my efforts to improve our State service to the end that public employment may be deemed worthy in the minds of our citizens.

In full realization that we do not always think alike, and that there is a place for honest difference of opinion, I pledge to respect the opinions of others and to do all within my power to promote the

spirit of harmony and fellowship among the employees I represent, and between those employees and the administration at their respective employing institutions.

ARTICLE III OFFICERS OF THE COMMITTEE

Section I. Elections

1. The election of Officers of SUCSAC shall include a Chair, Vice Chair, and Secretary. The election shall be conducted at least annually. Procedures for the election of officers shall be as follows:
 - a. Ballot. Voting shall be by secret ballot.
 - b. Elections Responsibility. The Chair shall appoint tellers who are not members of SUCSAC who shall be charged with distributing, collecting, counting and tabulating all votes cast.
 - c. Determination of Election. When more than one candidate is nominated for a position, the candidate receiving the majority of votes shall be declared elected to the office.
 - d. When the vote has been tallied, the Chair shall announce or declare the vote and election.
2. The Parliamentarian shall be elected by the Executive Committee at its annual meeting in the same manner as described above in 1a, b, and c of this Section.
3. If a vacancy occurs for any reason, the position is filled by an election as described above in 1a, b, c and d of this Section.
4. Election Schedule Imbalance
 - a. An election imbalance exists when more than 25% of members as defined by ARTICLE IV of the SUCSAC constitution whose terms are expiring within the same year.
 - b. The election committee will then determine the length of term to be between three to five years.

Classification Plan Update (FY2016)

REVISED CLASSIFICATIONS/EXAMINATIONS CONSTRUCTED

Athletic Facilities Maintenance Series -

Athletic Facilities Attendant & Supervisor

Campus Transportation Operator -

Campus Transportation Operator & Head Campus Transportation Operator

Reimbursement Coding Series -

Reimbursement Representative, Specialist & Coordinator

Accountant Series -

Accountant I, II, III, Assistant Chief Accountant & Chief Accountant

Human Resource Assistant

Human Resource Representative

Police Officer

Police Corporal

DELETED CLASSIFICATIONS/EXAMINATIONS

Procedures and Systems Analyst Series -
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Procedures and Systems Analyst I, II, and III

CURRENT CLASSIFICATIONS/EXAMINATION CONSTRUCTION IN PROGRESS**Carpenter Series -**

Carpenter, Sub-Foreman, Foreman & General Foreman

Clerk Series -

Clerical Assistant, Clerk, Chief Clerk, Staff Clerk, & Administrative Clerk

Dietitian Nutritionist**Food Series -**

Food Service Worker I, II, III, IV, & V, Cooks Helper, Cook, Head Cook, First Cook, Second Cook, Grill Cook, Kitchen Helper, Snack Bar Attendant, Snack Bar Supervisor, Test Kitchen Cook, Baker I, II, III, and IV

Office Support Series -

Office Support Assistant, Office Support Associate, Office Support Specialist, Office Manager, & Office Administrator

Operating Engineer Series -

Assistant Operating Engineer, Operating Engineer, Operative Crane Engineer & Operating Engineer Foreman

Painter Series -

Painter, Sub-Foreman & Foreman

Procurement Officer Series (Purchasing Officer Series)

Purchasing Officer I, II, III & IV

Program/Student Advisor**Security Officer Series -**

Security Officer & Security Sergeant

CLASSIFICATIONS/EXAMINATIONS TO BE REVISED**Building Service Worker****Electrician Series -**

Electrician, Sub-Foreman, Foreman & General Foreman

Security Guard Series -

Security Guard & Security Guard Supervisor

State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, IL 61802
217.278.3150
www.sucss.illinois.gov

This is a printable version of <http://www.sucss.illinois.gov/pp.aspx?osm=c21>

SUCSS :: Custom Classes

Custom Classes (formerly Pilot Program)

The Pilot Program officially expired on June 30, 2012. Effective July 1, 2012, the classifications referenced below will formally be transitioned to the standard civil service classification system.

- Accounting Associate
- Business/Administrative Associate
- Human Resource Associate
- Information Technology Manager/Administrative Coordinator
- Information Technology Technical Associate
- Information Technology Support Associate
- Program/Student Advisor



For ease of reference this specific group of classifications will be identified as the Custom Classifications. All current incumbents employed through the Pilot Program in these classifications shall simply retain their current seniority and continue to accrue seniority in these classifications in accordance with standardized civil service guidelines.

Please see the official release regarding the new Custom Classes.

Documents

Final Status Notice: Expiration of the Pilot Program Broad Banding Classification and Examination Program CCE12537

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099



Joanne E. Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives
Human Resource Directors
Classification and Testing Personnel

FROM: Lewis T. (Tom) Morelock *LM*
Executive Director

RE: ***Final Status Notice***
Expiration of the Pilot Program – Broad Banding Classification and Examination Program
CCE-12-537

DATE: June 21, 2012

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

<u>Current Classes</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
5000 Accounting Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012
5010 Business/Administrative Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012
5020 Human Resource Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012

(continued)

<u>Current Classes</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
5030 Information Technology Manager/Administrative Coordinator	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012
5031 Information Technology Technical Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012
5032 Information Technology Support Associate	FINAL	None	01/ Professional	008/ Custom Classes	7/1/2012

The Pilot Program identified above will officially expire on June 30, 2012. Effective July 1, 2012, the classifications referenced above will formally be transitioned to the standard civil service classification system. For ease of reference, this specific group of classifications will be identified as the 'Custom Classifications'. All current incumbents employed through the Pilot Program in these classifications shall simply retain their current seniority, and continue to accrue seniority in these classifications in accordance with standardized civil service guidelines.

Employment protocols associated with these classifications will be available for use in our E-test system. Employers will be able to define and manage Specialty Factors for these 'Custom Classifications' within the E-Test system. Additional communication, directions and any necessary training will be provided in this respect as we finalize the transition employment protocols for these classifications from paper based testing instruments to our electronic E-Test system.

As with any specific classification, universities and agencies are free to determine application and utilization levels based on their operational needs. A brief summary of the employment protocols applicable to these classifications follow:

- **Class Specification and Examination Components/Instruments**

Employers may use other working titles to further distinguish positions within these classifications.

Employers can supplement the Minimum Acceptable Qualifications through the use of assigned Specialty Factors for each position. Please remember that while pre-authorization is not required to assign specialty factors to positions in these classifications, each specialty factor designation must be carefully monitored and justified in accordance with standardized procedures.

Pre-employment applicant testing protocols include a credential assessment process to quickly provide ratings, with limited score variables, allowing for an efficient delivery of a highly qualified applicant pool. Employers must utilize the E-test system for these classifications.

In accordance with section 250.60(h)(10) of the Illinois Administrative Code (80 Ill. Adm. Code §250.60(h)(10)), employers have an opportunity to void employment registers following the selection process.

In accordance with the 'Rule of Three', the top three individuals on the employment register, and all tied scores, are referred and must be interviewed for each vacant position. However, if the employer has elected to participate in the new Demonstration Project, 'Rule of Three' Analysis, as recently approved by the Merit Board, then a new interpretation can be applied and the top three scores from the appropriate employment register may be referred and interviewed for each vacant position.

- **Pay Rate/Ranges**

Where necessary, employers should make adjustments to or establish pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs applicable to various operations and position specialties.

- **Seniority**

Final seniority in these classifications is determined by a two-tier analysis, classification designation and position requirements (Specialty Factors). In this transition process, all current incumbents in these classifications shall retain their accumulated seniority, and continue to accrue seniority, in accordance with standardized civil service guidelines.

The innovative employment protocols retained in the transition of these professional classifications to the standard classification plan is consistent with our efforts to provide a 'best practice' human resource model in the delivery of a highly qualified applicant pool for each vacant or new position.

Further information regarding the use of E-test for these 'Custom Classifications', and the implementation of the newly-approved Demonstration Project, 'Rule of Three' Analysis, will be released

June 21, 2012 – page 4
Final Status Notice (Pilot Program)

soon. Please contact Jeff Brownfield at the University System Office by calling 217.278.3150, ext. 236, or by email at jeffb@sucss.illinois.gov if you need additional information.

State Universities Civil Service System
Classification, Examination, and Compensation Division/Audit Function
 EAC and HRDAC Joint Meeting Notes
 January 14-15, 2016

FY2015 Audit Schedule/Status

<u>Location</u>	<u>On-Site Audit Dates</u>	<u>Current Status</u>
Chicago State University	February 25-27, 2015	Final Report Issued 9/25/2015
Eastern Illinois University	April 6-10, 2015	Draft Report Issued 10/22/2015 Final Report Pending
University of Illinois at Urbana-Champaign	June 15-19, 2015 June 22-26, 2015	Draft Report Pending

FY2016 Audit Schedule/Status

<u>Location</u>	<u>On-Site Audit Dates</u>	<u>Current Status</u>
University of Illinois at Springfield	July 8-10, 2015	Analysis; Draft Report Pending
Northeastern Illinois University	September 23, 2015	Analysis; Draft Report Pending
Illinois Board of Higher Education	October 22, 2015	Final Report Issued 11/17/2015
Illinois Community College Board	October 23, 2015	Final Report Issued 11/17/2015
Division Specialized Care for Children	November 12-13, 2015	Final Report Issued 11/17/2015
SIU Carbondale	TBD	Unscheduled; On Hold
Western Illinois University	TBD	Unscheduled; On Hold
SIU Edwardsville	TBD	Unscheduled; On Hold
UI College of Medicine at Peoria	TBD	Unscheduled; On Hold
University of Illinois at Chicago	TBD	Unscheduled; On Hold

Notes:

- Audit Meetings: In conjunction with Internal Auditor Meetings at UIUC, ISU, and EIU, our office has engaged in discussions with campus HR representatives at UIUC (August 11 & 31, 2015; December 4, 2015 & January 8, 2016) and EIU (November 30, 2015) with respect to their FY2015 Biennial Audit outcomes. These audits have yet to be finalized, however our meetings have been very productive in understanding campus needs with respect to position designation and how our office can provide more efficient and effective classification plan options.
- Audit Program Suspension: System Office will be suspending the audit program for four-six months beginning in January 2016 to allow for program redesign. Researching several audit options. Posting the schedule at our website is currently on hold.
- Audit Schedule: The Biennial Schedule (two year) framework will remain, but may incorporate other components, such as self-inspections (paper audits), secondary reviews of Employers cited for high risk findings, and schedule extensions for those Employers in compliance and/or without significant findings.
- Audit Program Re-Design: The System Office anticipates completion of the audit re-design program by the end of FY2016. Currently, we are conducting risk assessments for each of our audit items and beginning the process of researching and possibly developing an audit charter. The new schedule and process is expected to be rolled out July 1, 2016, beginning with Southern Illinois University Carbondale.

Internal Auditor Meeting Summary

University System Audit Program

1. Meetings Conducted at the Following Universities:

UIUC: 9/25/2015 EIU: 10/6/2015 ISU: 10/9/2015

2. Current Audit Schedule and Process:

- Biennial (Every Two Years) for 21 Employers
- Coverage: 12 Universities, 6 Agencies, and 3 Colleges of Medicine
- System Office currently has minimal staff members compared to when field audits were conducted 10, 15, or 20 years ago. Amount of material requested has not changed.
- Start to Finish: Can take 6 Months or More
 - Scheduling, Correspondence, Materials Request, On-Site Schedule Development, On-Site Visit, Problem Resolution and Follow Up Activities, Issuance of Draft Report(s), Conduct Formal Exit Conference, Receive Administrative Response, Issue Final Report
- Audit Request Material Packet contains approximately 40 different response items and/or reports. All of which take a great deal of time and resources to collect and analyze.

3. Options Considered:

- Biennial Audit Schedule (Every Two Years)
 - Select 5-10 topics from the audit request material packet to analyze, two-four weeks prior to an on-site visit.
 - Topics would be selected at the discretion of the Auditor based on several factors; size of the Employer, findings history, problem areas between cycles, employee concerns, etc.
- Triennial (Every Three Years) Proposal
 - Amount of materials requested remains in place.
 - Provides ample time to review materials and resolve issues.
 - Gives the Employers more opportunity to make process improvements with respect to findings before the next audit.
 - Time frame too lengthy to address findings/concerns.

4. Summary of Meetings:

- System Office provided Internal Audit Staff an overview of our current audit schedule and process, materials list items, etc. Reviewed specific examples regarding collection of data.
 - System Office Concern: too much material to request based on current manpower restrictions.
- Discussed the current audit reporting structure and suggested changes from the System Office perspective, i.e., issue one audit report, modify language, and use positive reinforcement when Employers are compliant or a best practice is observed
- Maintain a 2-year audit schedule, with the spot check option on issues previously cited and processes implemented since the closing of the previous report period.

- Expected implementation dates for findings to be addressed, benchmarks for improvement, and follow up.
- Favorable Idea of a self-assessment/paper audit for those agencies/institutions with less than or equal to three findings, depending on the significance
 - Concern that this could become routine; a couple of items should be tested for validation
 - Believes the Civil Service System more closely resembles that of the OAG Audit Standards.
 - Performance based audits would require specific indicators to compare to.
 - Beware of “audit fatigue” due to requesting the same items during each audit.
- Suggestions and General Consensus:
 - Develop an Audit Charter (Internal Control Resources @ UIUC Website)
 - Specifically State the System’s Audit Scope
 - Utilize a Risk-Based 2-Year Audit Plan
 - Items Inspected Based on Auditor Judgment, Data Analytics and Risk Ranked; May also Originate From Employees on Campus
 - Turnover in Management or Department
 - Previous Findings/Review of the Past
 - Each Question is Ranked and Rated
 - The Civil Service System is complex; new concepts can cause things go wrong
 - Findings Cited Based on Significance of Risk (high, moderate, low).
 - Reporting: Root Cause Analysis
 - Quarterly Reports Provided to Administrators to capture the timeline on items of concern
 - Utilization of a Continuous Audit Approach for High Risk items
 - Discourage Auditing Items Twice (approving or denying personnel transactions, then subsequently auditing them later)
 - Determine How Issues are to be Addressed; Merit Board involvement, etc.
- Resources Available:
 - The Red Book Standards (IIA)
 - The State Internal Audit Advisory Board (SIAAB), which is made up of different agencies that regulate their standards
 - State Auditing Act and the Fiscal Internal Control and Auditing Act
 - CIA Certifications based on audit standards, www.theiia.org provides CEU’s in government areas, places to obtain them, free webinars, SIAAB Workshops
 - IIA – Institute of Internal Auditors
 - Performance and Compliance should be the audit focus
 - Assists Departments in Providing Solutions to Findings

- Questions, Concerns, and Perceptions:
 - Who is identifying and determining the risk for the CS System?
 - Is the Civil Service Audit a compliance or operational audit?
 - What is the mission for the system?
 - Relationship between System Office and the HR Directors without allowing them to completely drive the audit function.
 - Audit Transparency; questioned how sampling is handled
 - How does the system provide guidance to laws and procedures?
 - The University System Agency is perceived to be an external agency versus internal?

5. **System Office Initial Steps:**

- Suspension of the Audit Program
- Complete Audits Already Initiated
- Implement New Reporting Guidelines
- Focus on Positive Reinforcement and Building Relationships
- Goal to Work With Campuses to Address Concerns
- Implement Statutory, Rule and Procedural Updates that Best Meet the Needs of the Campus

6. **Next Steps:**

- Develop New Audit Processes and Procedures
- Enforce specific audit procedures and reporting time frames approved and directed by the Merit Board. Use Risk and Performance Based Audits as the basis of these procedures.
- Develop and Implement mid-cycle self-inspection assessment. Alleviates the collection of excessive amounts of data.
- Implement Cost Saving Measures to the System Office Travel Budget for Audits

SUMMARY OF ADMINISTRATIVE RULES GOVERNING THE DISCHARGE PROCESS

Note: A demotion shall be subject to the same hearing and review procedures as are provided an employee in the case of a discharge.

All Civil Service Rules referred to herein are cited as the Illinois Administrative Code found at 80 Ill. Adm. Code § 250.110(f))

STEP 1	Section 250.110(f)(1)(A) and (C) of the Illinois Administrative Code
<p>The employer shall notify the employee in writing of Intent to Discharge in sufficient detail to advise the employee of the nature of the conduct on which the proposed charges are based. The employer shall specifically state the proposed charges in a list format (1, 2, 3, etc.). The employee may be placed on excused absence with pay during the pre-discharge proceedings to provide the employer with an opportunity to investigate serious charges or if the employer believes the employee's presence on the job might cause a disruption in the employer's operations. Refer to Intent to File Written Charges for Discharge sample letter available on our web site at www.sucss.state.il.us.</p>	

STEP 2			Section 250.110(f)(1)(A)(i) and (ii) of the Illinois Administrative Code		
Within three (3) work days of service of the notification of Intent to Discharge, the employee may select one of the following options. If the employee fails to respond to the notification of Intent to Discharge, the employer may go directly to Step 5.					
Option 1		Option 2		Option 3	
Respond in writing to the employer on the matters contained in the proposed charges.		Request the employer to hold a reconciliation conference.		Request a reconciliation conference and respond in writing to the employer on the matters contained in the proposed charges.	

STEP 3	Section 250.110(f)(1)(A)(i) and (ii) of the Illinois Administrative Code
<p>Within a reasonable time from the employees' request to hold a reconciliation conference, the employer shall hold such conference with the employee and the employee's representative to discuss the matters in the proposed charges in an attempt to achieve a reconciliation or an understanding. At the conclusion of the reconciliation conference, the employee may request and receive an opportunity to respond further in writing within three (3) work days.</p>	

STEP 4		Section 250.110(f)(1)(B) of the Illinois Administrative Code
Within seven (7) work days after considering the employee's written response and/or conclusion of the reconciliation conference the employer has the following options:		
Option 1	Option 2	
File Written Charges for Discharge.	The employer notifies the employee that no further action will be taken or that some other disciplinary action will be taken.	

STEP 5	Section 250.110(f)(2)(A) of the Illinois Administrative Code
<p>The employer shall initiate discharge of the employee by serving a Written Charges for Discharge form on the employee by either personal service, certified mail, or by overnight delivery that requires a signature upon receipt. The Written Charges for Discharge form shall set forth the causes for discharge in sufficient detail to inform the employee of the nature of the conduct on which the charges are based, including dates, names of persons, places and facts necessary to properly alleged cause for discharge. The employer shall specifically state the charges in a list format (1, 2, 3, etc.), followed by the relevant factual documentation in support of the charges. The Written Charges for Discharge should essentially contain the same charges listed in the Intent to Discharge letter referenced in Step 1, unless any of the charges are withdrawn. Refer to the Written Charges for Discharge form available on our web site.</p> <p>The Written Charges for Discharge form shall be filed with the State Universities Civil Service System (University System) Office, along with a certification by the employer verifying that all procedures set forth in section 250.110(f)(1) of the Illinois Administrative Code have been followed and there has been full compliance with any options elected by the employee in Step 2. Refer to Certification form available on our web site at www.sucss.state.il.us.</p> <p>NOTE: The Proof of Service on Employee section at the bottom of the Written Charges for Discharge form must be completed in full by the employer when filed with the University System Office.</p>	

STEP 6	Section 250.110(f)(2)(D) of the Illinois Administrative Code
<p>The employer may suspend the employee without pay during all or any part of the period pending discharge if the employer believes the employee's presence on the job might constitute a substantial risk of injury to life or property, or might cause a disruptive effect on the employer's operations. A Suspension Notice Pending Discharge form may be served with the Written Charges for Discharge form or any time thereafter. Refer to Suspension Notice Pending Discharge form available on our web site at www.sucss.state.il.us.</p> <p>NOTE: The Proof of Service on Employee section at the bottom of the Suspension Notice Pending Discharge form must be completed in full by the employer when filed with the University System Office.</p>	

STEP 7		Section 250.110(f)(3)(A) and (B) of the Illinois Administrative Code	
After the employee has been served with the Written Charges for Discharge form, the employee has the following options:			
Option 1		Option 2	
Take no action. At the end of the 15-calendar day period, the University System Office notifies the employer that a request for a Hearing was not made and that the discharge became effective at the end of the 15th day without further action by the Merit Board.		Request a Hearing. The request must be made within fifteen (15) calendar days from the date of Proof of Service on Employee as provided on the Written Charges for Discharge form. The employee may request a Hearing by a signed written letter mailed or hand delivered to the University System Office, by facsimile, or by email. If the request is made by facsimile or email, a signed original together with a confirmation receipt must be filed with Secretary for the Merit Board as soon as possible.	
NOTE: The 15-calendar days begin from the date of personal service or mailing as provided on the Proof of Service on Employee section of the Written Charges for Discharge form.			

STEP 8	Section 250.110(f)(4)(A) of the Illinois Administrative Code
When a request for a Hearing has been received, the University System Office shall send an acknowledgment of the requested Hearing to the employee, the employee's representative or the employee's legal counsel, and the Employer. The University System Office shall then appoint a Hearing Officer and schedule a Hearing. The Hearing shall be held within 45-calendar days from the date of Proof of Service on Employee as provided on the Written Charges for Discharge form. The University System Office shall notify the parties of record by sending a Notice of Convening of Hearing, which shall include the date, time and place of Hearing will be held. A copy of the Informational Guidelines for the Discharge/Demotion Process shall accompany the Notice of Convening of Hearing. Refer to Informational Guidelines for the Discharge/Demotion Process available on our web site at www.sucss.state.il.us .	

STEP 9	Section 250.110(f)(4)(A) of the Illinois Administrative Code
The Hearing shall be conducted in accordance with section 250.110(f) of the Illinois Administrative Code. The employer and the employee are given a reasonable opportunity to present their cases through witness testimony and documentary evidence. A court reporter is employed to administer the oath or affirmation to all witnesses testifying and to certify a copy of the transcript of the Hearing and all exhibits to the Secretary for the Merit Board.	

STEP 10**Section 250.110(f)(4)(A) of the Illinois Administrative Code**

As soon as possible following the conclusion of the Hearing, the University System Office shall receive the Transcript of the Proceedings and exhibits which shall then be mailed to the Hearing Officer to prepare a Findings of Fact.

STEP 11**Section 250.110(f)(4)(B) of the Illinois Administrative Code**

Within fifteen (15) calendar days from receipt of the Transcript and exhibits, the Hearing Officer shall file the Findings of Fact in duplicate with the Secretary for the Merit Board, unless the time has been extended by the Executive Director of the University System Office. Refer to Findings of Fact sample and template available on our web site at www.sucss.state.il.us.

STEP 12**Sections 250.110(f)(4)(C) and (D) of the Illinois Administrative Code**

The Hearing Record shall be certified by the Executive Director and mailed to the parties of record.

STEP 13**Section 250.110(f)(4)(D) of the Illinois Administrative Code**

The parties of record have fourteen (14) calendar days from the date of postmark on the Notice of Certification of Hearing Record to file any objections to the Certified Hearing Record. Any objections must be filed with the Secretary for the Merit Board. Objections may be in the form of briefs, abstracts, excerpts from the Hearing Record, arguments, motions, recommendations, requests for further Hearing, or permission to supplement the record with further evidence. Copies must be provided to all parties of record with proof of service on all parties.

STEP 14**Section 250.110(f)(4)(E) of the Illinois Administrative Code**

At the expiration of the 14-day period in which objections can be filed, the Hearing Record, as supplemented, shall be delivered to the Merit Board Members for consideration. Personal appearances before the Merit Board on any matter relating to a particular discharge proceeding shall be considered at the Merit Board meeting at which oral argument is requested. A party requesting oral argument before the Merit Board in cases of discharge must file an appropriate motion with the Secretary for the Merit Board with notice to all parties within 14 calendar days from the date of the postmark of the certified mail notice or the mailing date of the overnight delivery of the certified hearing record, with proof of service on all parties.

Note: At any point during the previous steps an employee may submit a resignation or an employer may withdraw the Written Charges for Discharge at which time all proceedings are ended and no further action is required by the Merit Board.

STEP 15**Section 250.110(f)(16) and (17) of the Illinois Administrative Code**

After review of the record, at the next scheduled regular meeting, the Merit Board shall enter Findings of Fact and order Discharge or Reinstatement without loss of compensation or Reinstatement with a 60-day suspension or make such other orders as it deems appropriate. The Secretary for the Merit Board shall mail the Notice of Decision and Order of the Merit Board, along with a copy of the Decision and Order, to all parties of record.

STEP 16**Section 360 of the State Universities Civil Service Act (110 ILCS 70/360) and section 250.110(f)(18) of the Illinois Administrative Code**

All final decisions of the Merit Board shall be subject to appeal by the parties to the proceedings under the Administrative Review Law (735 ILCS5/3-101 *et seq.*). A complaint for administrative review must be filed and summons issued within 35 days from the date that a copy of the Notice of Decision and order of the Merit Board has been served upon the party affected thereby. A decision shall be deemed served either when personally delivered or when deposited in the United States mail in a sealed envelope or package, with postage paid, addressed to the party affected thereby at his or her last known residence or place of business.

Statute and Rules

Section 250.60 Eligible Registers

a. Establishment of Registers

1. The employer shall establish three kinds of registers in each place of employment in accordance with this Part: reemployment, promotional, and original entry.
2. The employer shall file with the office of the Executive Director a list on a quarterly basis containing name, class, date of examination, examination number and score of all candidates, and these records shall constitute the master record of examinations taken by the applicants of the System for that employer.

b. Composition of Registers

1. Reemployment registers shall contain names of status employees who have been laid off through reduction in force or who, because of reallocation or reclassification of positions or other causes not prejudicial to the service, have failed to gain eligibility in the new class or who have chosen not to qualify in the new class. The registers shall have the appropriate names listed according to class and in the order of seniority as earned up to the date of eligibility for a position on the reemployment register.
2. Each lesser unit shall have its own reemployment register.
3. Promotional registers shall be by class and shall contain names in the following categories and order:

A. Listed in order of total service in the class

- i. names of employees with status appointments, after having been certified from the promotional register, who have been laid off during the probationary period through reduction in force, with credit for total service as of date of layoff; or
- ii. names of employees with status appointments, after having been certified from the promotional register and who, during the probationary period, have failed to gain eligibility following reallocation or reclassification of positions, with credit for total service as of date of ineligibility; or
- iii. names of current employees reinstated by total service in accordance with subsection(j)(4).

B. Listed in order of promotional examination scores

- i. names of successful candidates in accordance with Section 250.50(b).

4. Original entry registers shall be by class and shall contain names in the following categories and order:

A. Listed in order of total service to the employer

- i. names of employees who have been, or who may be, separated from status appointments, after completion of at least six months of service to the employer, resulting from a permanent abolishment of a functional service, provided that not later than 90 days after the abolishment of the service, they have qualified for, and have received a passing score on, an original entry examination for the class.

B. Listed in order of total service in the class

- i. names of employees with status appointments, after having been certified from the original entry register, who have been laid off during the probationary period through reduction in force, with credit for total service as of date of layoff; or
- ii. names of employees with status appointments, after having been certified from the original entry register and who, during the probationary period, have failed to gain eligibility following reallocation or reclassification of positions, with credit for total service as of date of ineligibility; or
- iii. names of current employees reinstated by total service in accordance with subsection (j)(4).

C. Listed in order of total service in the class

- i. names of former employees restored by total service in accordance with subsection (j)(5); or
- ii. names of employees seeking transfer, listed according to total service as of date of request for transfer.

D. Listed in order of original entry examination scores

- i. names of successful candidates in accordance with Section 250.50(b) and employees seeking transfer in accordance with Section 250.100(c)(3).

c. Precedence of Registers. For appointment purposes, registers shall have precedence in the following order: reemployment, promotional, and original entry.

d. Certification from Registers

1. Reemployment in positions shall be made in accordance with the register, with highest seniority taking precedence. From a reemployment register, the employer shall certify only one name for appointment.
 2. From the promotional register or original entry register, the employer shall certify the three names standing highest on the register at the time the vacancy is declared, or as otherwise provided under subsection(d)(3).
 3. When ties in scores exist on an original entry register or promotional register for a class, all candidates with a tie score, and hence of the same relative excellence, shall be equally eligible to be considered as one of the available candidates certified from the register. No person on the register shall be eligible or available for certification as one of the three persons standing highest on the register if three or more persons are eligible at a higher score level as a result of tie scores. The employer shall conduct a personal interview with, and shall consider, all candidates certified from the register in this manner prior to making its recommendation for selection, except that a single selecting official for the employer shall not be required to interview more than once the same candidate, as currently certified from the register, for a position of the same class.
 4. If a total of three names is not available from the promotional register and/or original entry register, the employer shall certify those listed, and in addition may refer enough other candidates so that the employing officer has the choice of three candidates for the position. Such additional candidates as are necessary to provide the employing officer with a choice of three must be qualified for the class of the position to which referred and may be employed in accordance with Section 250.70(b)(1) and Section 250.90(b)(6).
 5. A promotional register and/or an original entry register becomes closed for the purpose of certification of the names of candidates to a particular vacant position at a time established by the employer. Once this time has been established, it must become a matter of record, and it cannot be changed unless, when this time is reached, the employer is unable to provide to the selecting official three candidates from the promotional register and/or original entry register, and the selecting official wishes to interview three candidates prior to filling a position, whereupon a new date must be established in accordance with the aforementioned procedure. The selecting official shall interview from the registers, for any one vacancy, in accordance with the provisions of subsection(d)(3).
 6. Candidates on an eligible register may be referred concurrently to more than one vacancy in the appropriate class, if in the judgment of the employer the procedure is needed to speed up employment transactions. Total referrals to a vacant position are to be limited to three available candidates, or in accordance with the provisions of subsection(d)(3).
 7. The name of a candidate on a register, who at the time of induction into military service is an employee of an employer under the University System, shall be placed in suspension until the termination of military service, at which time his/her name shall be reactivated on the appropriate register in the order of his/her score on the original examination, providing the register of the class has not been voided during the period of his/her military leave.
 8. In making a selection from among the three names certified from standing highest on the register, and in accordance with the provisions of subsection(d)(3), the employer shall not discriminate because of race, color, religious or political affiliation, or because of age or sex, when the reasonable demands of the position do not require such a distinction.
 9. The Executive Director may authorize specialized position certification for eligible register candidates who possess special and identified qualifications that previously have been established as job-related requirements for a specific position as well as being fully qualified for the class. Certification from a register shall be made from the top three scoring candidates who possess the established specialized requirements.
- e. Acceptance of Candidates. The employer shall record the appointment of the candidate selected, and shall return the names passed over to the appropriate eligible register for future certification.
- f. Registers by Places of Employment
1. Applicants applying for examinations will be asked to specify places of employment at which they will accept employment, except as provided for in subsection(f)(4), and a statement of that place of employment preference shall constitute a refusal by the candidate of employment at other places of employment. The statement of limited availability shall not constitute a refusal to accept an offer of employment as defined in subsection(g)(5), or employment in the place or places of employment in which the candidate declares himself/herself available for employment. A candidate may amend his/her statements of availability at any time while his/her name is on a register.
 2. Following examination, a candidate may request the transfer of an active passing original entry examination score to a place of employment other than the one at which he/she originally wrote the examination.
 3. Following examination, a candidate may request the transfer of an active passing promotional examination score to any place of employment within his/her employing institution or agency.
 4. In an institution with multi-campus operations, in which a central administrative unit has been established by the Merit Board as a separate place of employment, promotional registers and original entry registers for that place of employment shall be an amalgamation of all promotional registers and original entry registers, respectively, of all places of employment established for that institution.
- g. Mandatory Removal of Names from Registers. The employer shall remove the names of candidates from the reemployment registers, original entry registers and promotional registers for the reasons set forth in subsections (g) (1) through (9). The reasons are:
1. Certification from the register to a status position in a specific class and acceptance of a status appointment in that position and class.
 2. Death of the candidate.
 3. Receipt of proof or determination by the Merit Board that the candidate lacks any of the required qualifications, or is subject to rejection for any cause specified in Section 250.50(c).
 4. Receipt by an employer of a written request from the candidate to remove his/her name from a register.
 5. Refusal, without reasonable cause, to accept three offers of status appointment by the candidate.
 6. Resignation of the candidate from a status position.
 7. Attempt by a candidate to practice any deception or fraud in connection with an examination or application for employment.
 8. When a change in class or testing standards or another classification plan change requires removal. In this instance, specific guidelines for the removal of names from registers shall be provided by the University System.

9. From promotional registers at the termination of the leave of absence from a position in his/her former class when a candidate accepts a position in a class outside the promotional line of the applicable registers.
- h. **Permissive Removal of Names from Registers.** The employer may remove the names of candidates from original entry registers and from promotional registers for the reasons set forth in this subsection (h). Names of candidates may be removed from reemployment registers for the reasons set forth in subsections (h)(1) through (7). The reasons include, but are not limited to, the following:
 1. Failure of a candidate to report for work without good cause within the time prescribed by the employer, after accepting a status or a temporary appointment.
 2. Leaving the service of any employer served by the University System by an employee with a status appointment.
 3. Failure to reply to the employer within seven calendar days immediately following an offer of a status or a temporary appointment by an employer.
 4. Notice by postal authorities of their inability to locate the candidate at his/her last known address, or verbal notice from the owner or occupant of the premises that the candidate is no longer at his/her last known address and that no forwarding address has been provided.
 5. Failure of a candidate, upon request, to furnish written evidence of availability for employment.
 6. Failure, without reasonable cause, to reply to the employer or appear for an interview within a reasonable time prescribed by the employer, when the employer has mailed either a notice of a vacancy in a status or temporary position or a letter of interest to the candidate's last known address.
 7. Upon the candidate's acceptance of a promotion.
 8. Failure of a candidate to be selected for employment after four referrals for a status appointment in the same class.
 9. When candidates' names have remained on original entry registers for two consecutive years following date of most recent examination, or following date of original entry restoral on the basis of service or seniority in accordance with subsection (j) (3), (4), or (5).
 10. In classifications identified by the Executive Director and approved by the Merit Board, upon the expiration of the designated timeframe specified in a formal position vacancy posting. Classifications to be included under this provision shall be determined by, but not limited to, an evaluation of the following factors: occupation area, employment and turnover rates, pre-employment screening protocols utilized, operational needs and trends, and/or other special circumstances and justification.
- i. **Notification of Candidates of Removal of Names from Registers.** Candidates whose names are removed from reemployment registers, promotional registers, and/or original entry registers in accordance with subsections (g) and (h) shall be notified in writing by the employer and provided the reason for the removal.
- j. **Restoration of Names to Registers.** The employer may return to an appropriate register:
 1. Within one year after the date of removal, any name removed from a register for the reasons set forth in subsections (g)(3) or (4), or in subsection (h).
 2. Any name to a reemployment register as provided for in Section 250.110(b)(3)(G)(i).
 3. Any name of an employee to an original entry register or to a promotional register who has qualified by examination and who has been laid off during his/her probationary period, in the order of length of service in the class determined in accordance with Section 250.90(b)(4) and (5).
 4. The name of a current employee who has been previously employed in a class for which restoral is being requested by service and/or seniority in that former class.
 5. The name of a former status employee who resigned or otherwise has been separated from employment in good standing and who, within one year after resignation or separation from employment, requests restoration to a register shall, upon approval of the employer, be restored on the original entry register in accordance with seniority earned as of the date of resignation or separation as determined in accordance with Sections 250.90(b)(5) and 250.120(e). The former employee may be required to pass physical tests or other tests required by this Part to determine fitness at the time of restoral. Seniority earned prior to resignation shall be restored.

(Source: Amended at 33 Ill. Reg. 11644, effective July 22, 2009)

(Source: Amended at 36 Ill. Reg. 6014, effective April 6, 2012)

[Previous: Section 250.50 – Examinations](#)

[Next: Section 250.70 – Nonstatus Appointments](#)

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4.1 Overview

For the majority of positions classified in the University System, the Minimum Acceptable Qualifications (MAQs), as specified in the class specifications, are appropriate for testing, referral, and certification purposes. However, the duties and responsibilities associated with some positions are such that incumbents, or candidates for vacancies in these positions, must necessarily possess certain other job-related qualifications *in addition to, or more specific than*, those defined in the class specification. Without these necessary additional qualifications, or requirements, incumbents or candidates for these vacant positions could not be expected to satisfactorily perform in the position. The specific additional qualification(s) required for such positions are called *specialty factor(s)*.

A specialty factor is a specific knowledge, skill, ability, or other work characteristic assigned to a position and is considered basic to and essential for satisfactory performance of the duties and responsibilities of the position and a prerequisite to appointment in the position.

It is important to recognize the difference between specialty factors that represent qualifications necessary for complete and satisfactory performance in a position, as opposed to otherwise *desirable or preferred* qualifications, that represent experience and/or training which may aid in identifying the better-qualified candidates or merely assist in the overall performance in a position. In the latter situation, the desirable or preferred qualifications are not necessary for the candidate to completely and satisfactorily perform the duties and responsibilities of the position and, therefore, may *not* be used as specialty factors.

Employers must request that a specialty factor be attached to any designated position in a classification, whether currently filled or vacant. Authorization for a specialty factor attachment to a position is based on a thorough review of the position duties/responsibilities and its relationship to the specialty factor. In some instances, authorization for a specialty factor is not required. (*See Section 4.3*)

Reference Civil Service Rule 250.60(d)(9)

Revised 8/18/2010

[Previous: 3.4 – Other Implications of Change-In-Title Procedures](#)

[Next: 4.2 – PDF: Criteria for Justification](#)

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4.2 PDF: Criteria for Justification The major criteria to be considered in identifying and justifying a specialty factor attachment for any designated position include the following:

- a. Knowledge, skill, ability, work characteristic must be job-related and directly reflected in the duties and responsibilities defined in the official position description.
- b. Knowledge, skill, ability, work characteristic can reasonably be included as a minimum requirement to completely perform the duties and responsibilities defined in the official position description.
- c. Knowledge, skill, ability, work characteristic is necessary to assure the referral of candidates adequately qualified to completely perform the duties of the position, as described in the position description.
- d. Knowledge, skill, ability, work characteristic is required in order to maintain the integrity of the business operation through the position responsibilities and duties.

Examples of possible situations in which a specialty factor attachment may be appropriate are as follows:

- When it can be demonstrated that special training or skills related to the operation of proprietary systems, such as electronic accounting systems, highly technical information systems, or other specialized software packages, is essential in the position.
- When it can be shown that routine communication and interaction common to the position require alternative language capabilities.
- When it can be demonstrated that specialized training or certification in a programming language, network/hardware configuration, as may be required for various information technology positions, is essential in performing the basic duties of the position.
- When it can be shown that specialized training or certification in a defined medical specialty area is required in order to completely perform designated medical procedures or to adequately provide medical support.

Examples of possible situations in which a specialty factor attachment is not appropriate are as follows:

- When additional general experience is simply preferred, especially if it is unrelated to the satisfactory performance of the general duties and responsibilities captured in the position description.
- When licensure or certification is simply preferred and unrelated to the satisfactory performance of the general duties and responsibilities captured in the position description, such as a driver's license requirement for a building service worker.
- In instances where it is evident that additional preferred training or experience qualifications can reasonably be provided and attained during the probationary period or in a relatively short period of time.

Reference Civil Service Rule 250.60(d)(9)

Revised 11/14/2007

[Previous: 4.1 – Overview](#)

[Next: 4.3 – Authorization Process](#)

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4.3 Authorization Process

All requests for specialty factors must be submitted in advance and approved by the Executive Director, or designee, of the University System Office before any personnel or employment action is taken. Requests for a specialty factor may be submitted for positions that are either currently filled or vacant. In submitting requests for a specialty factor, the employer shall provide the following information (*see Form 4.3a*):

- a. The form, *Request for Specialty Factor* (*see Form 4.3a*), must be completed and submitted to the University System Office.
- b. A copy of the complete job description, demonstrating the knowledge, skills, abilities or other worker characteristics considered necessary for satisfactory performance in the position, must be included.
- c. If the position is vacant, a description of the current register for the classification must be included.
- d. Form 4.3a must include an explanation of the justification for the request, indicating the applicability of the requested specialty factors to the designated position. The justification must show:
 1. how the specialty factor is directly related to the duties and responsibilities of the position, and
 2. why possession of the specialty factor is necessary for satisfactory performance.

Exceptions

In certain instances, and in accordance with other defined employment protocols, employers are specifically empowered to assign specialty factors to positions within designated classifications. Formal authorization is not required in these instances. However, all specialty factor designations shall be assigned in accordance with these procedures and other applicable employment protocols. All specialty factor designations are subject to audit review. Employers are not required to secure formal authorization to assign specialty factors to positions in the following classifications:

- Accounting Associate
- Human Resource Associate
- Business/Administrative Associate
- Information Technology Technical Associate
- Information Technology Support Associate
- Information Technology Manager/Administrative Coordinator
- Program/Student Adviser

Reference Civil Service Rule 250.60(d)(9)

Revised 9/10/2013

[Previous: 4.2 – PDF: Criteria for Justification](#)

[Next: 4.4 – Specialized Position Certification](#)

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4.4 Specialized Position Certification

Specialized position certification is the process of referral and appointment of only those candidates, who possess both the Minimum Acceptable Qualifications (MAQs) and the designated specialty factor, to a vacant position or a current incumbent with an authorized specialty factor attachment. Following are some additional guidelines when utilizing specialized position certification and referring candidates from the register for that classification to a vacant position with an approved specialty factor:

- a. The employer shall establish protocols to determine which candidates from the employment register possess the required specialty factor.
- b. Those candidates from the top three scores who possess both the MAQs and the authorized specialty factor are referred to the employing department for consideration.
- c. The standard order of register precedence shall be maintained, in accordance with section 250.60(c) of the Illinois Administrative Code (80 Ill. Adm. Code §250.60(c)): reemployment register, promotional register, and original entry register.
- d. Interest letters designating the required specialty factor should be sent to eligible candidates from the employment register.

Reference Civil Service Rule 250.60(d)(9)

Revised 11/8/2015

[Previous: 4.3 – Authorization Process](#)

[Next: 4.5 – Other Procedural Implications](#)

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4.5 Other Procedural Implications

- a. Positions for which specialty factors have been approved shall be reviewed in accordance with Section 2.2 of the Classification Procedures Manual, at least once every three years, to insure that such specialized requirements continue to exist. This review will be subject to audit.
- b. A request for a specialty factor will not be authorized in instances that will lead to the displacement of an incumbent from their current position.
- c. Individuals employed with a defined area of specialization cannot be displaced in the layoff process by someone who does not possess the defined area of specialization.
- d. Through the utilization of specialty factors within standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the certifications or specializations possessed by the employee at the time of layoff. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access to the reemployment register for any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his/her lay-off and is not affected by any specialization or certifications received after the date of lay-off.

(80 Ill. Adm. Code §250.60(d)(9))

Revised 11/8/2015

[Previous: 4.4 – Specialized Position Certification](#)

[Next: 5.1 – Definition](#)

State Universities Civil Service System
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SUCSS :: Procedure Manuals :: Details

1.2 Order of Names on Active Registers (by class)

Reemployment*	by total seniority in the class then by lesser units in the class
Promotional	restoral by total service and/or seniority in the class then exam score (including those with compensatory qualifications)
Original Entry	restoral by total service to the employer then restoral by service or seniority in the class then restoral by service in the class of the employee if resigned or otherwise separated in good standing and has requested restoral to a former class within 12 months
	-- or --
	requests transfer from another institution or place of employment in the System then by exam score (including those with compensatory qualifications)
	then by exam score for out-of-state candidates, with the exception of candidates for positions within the professional, semi-professional, or managerial occupational areas. For classes within the professional, semi-professional, or managerial occupational areas, out-of-state residents may be admitted to examination and equally considered.
	NOTE: for classes within the professional, semi-professional, or managerial occupational areas, out-of-state residents must establish Illinois residency within 180 calendar days after any employment offer or final appointment.

* Through the utilization of specialty factors within the standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the qualification status of the employee at the time of layoff, or any specialty factors the employee possessed at that time. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access to the reemployment register for any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his/her lay-off and is not affected by any specialization or certifications received after the date of lay-off.

NOTE: Register cards for candidates with approved waivers shall only be placed on registers indicating that there is no other available candidate and remain on the register until the specific position for which the wavier was approved is filled.

(Reference 80 Ill. Adm. Code §250.60(b))

Revised 11/8/2015

[Previous: 1.1 – Types of Active Registers](#)

[Next: 1.3 – Order of Names on Inactive Files \(by class\)](#)

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1.4 Maintenance of Active Registers for Status Appointments

Accurate maintenance and proper use of registers are a fundamental requirement and an essential element in the standardized civil service employment process. This responsibility has been delegated to the DER and is reviewed through the biennial audit process.

All register cards/information are prepared in duplicate; one becomes part of the examination record file of the University System; the other is placed on the appropriate employer's register. Other electronic records and record development processes may be utilized in this respect as well. Specific electronic register maintenance components are required to be maintained in the electronic E-test System.

Transfer, restoral or reemployment information must be recorded and maintained, but is not required to be transmitted to the University System Office.

Names of candidates accepting nonstatus civil service appointments are not removed from active registers.

The University System recommends that the employer utilize a "register clearing" process at regular intervals to remove candidates from the active register in accordance with regulatory guidelines. *Example 1.4b provides a template for informing the candidate of this process.*

Form 1.4c shall be utilized to formally request to close original entry registers in accordance with section 250.50(e) of the Illinois Administrative Code (80 Ill. Adm. Code § 250.50(e)).

a. Reemployment Registers Affected by Specialty Factors

Through the utilization of specialty factors in the standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the qualification status of the employee at the time of layoff, or any specialty factors the employee possessed at that time. The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access to any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his/her lay-off and is not affected by any specialization or certifications received after the date of lay-off.

Even if an applicant did not possess the certification or specialization for a certain position within his/her classification at the time of his/her layoff, he/she can apply for that position. In that scenario, he/she will be treated the same as an original-entry applicant.

b. Removal of Candidates from Registers

Employers are strongly encouraged to develop institutional policies regarding the various permissive options for removal of candidates from registers.

When a candidate is removed from or restored to a register, the date and rule reference must be recorded on the register by the employer. Documentation or other information verifying these register actions shall be maintained in the employer's file.

As indicated in section 250.60(i) of the Illinois Administrative Code (Code) (80 Ill. Code §250.60(i)), candidates whose names are removed from Reemployment, Promotional and/or Original Entry registers shall be notified in writing of such removal in accordance with the Act and Code. *Example 1.4a* provides a basic template for informing the candidate of their removal from a register.

If an employer wishes to remove a current active employee's name from a register pursuant to section 250.60(h)(4) of the Code (80 Ill. Adm. Code §250.60(h)(4)), the employer should also attempt to contact the employee through regular internal business communications protocols.

When defining the classifications to which section 250.60(h)(10) of the Code (80 Ill. Adm. Code §250.60(h)(10)) applies, the University System shall evaluate: occupation area, employment and turnover rates, pre-employment screening protocols utilized, operational needs and trends, and/or other special circumstances and justification. Generally, those classifications contained in the professional, managerial, or semi-professional occupation areas will be considered for inclusion under this specific provision. In accordance with section 250.60(h)(10) of the Code, candidates on the registers for the following classifications may be removed from the register upon the expiration of the designated timeframe outlined in the vacancy posting:

- Accounting Associate
- Business/Administrative Associate
- Human Resource Associate
- Information Technology Manager/Administrative Coordinator
- Information Technology Technical Associate
- Information Technology Support Associate
- Program/Student Adviser

Reference Civil Service Rule 250.60(g-j)

Revised 9/10/2013

Previous: [1.3 – Order of Names on Inactive Files \(by class\)](#)

Next: [1.5 – Certification](#)

Discussion Topics
Legislative/Statute/Rules/Procedures

Legislative Overview

Series of meetings with Senator Bennett and Representative Ammons (Champaign/Urbana area legislative representatives) and meetings and phone conferences with Senator Cullerton's Office.

- Local meetings centered on SUCSS budget and some topics related to UIUC.
- Senator Cullerton topics included Rule of Three, budget related and some discussion on ability to hire employees on soft money for 12-24 months before affording them full rights, seniority, bumping, etc.
- Revise the Statute for the out-of-state employment

Rules

- Completed the out-of-state recruitment/hiring for Professional, Semi-professional and Managerial (Occupational Codes of 01, 02, 03)
- 250.60 - Rule of Three Rule changed through JACAR on January 14, 2016
- 250.30 - Class Plan 1st Notice Period on updates of the Occupational Area, minor revisions to reclassification/reallocation.
- 250.50 – Examinations updates some language of examinations, adds types or character of examinations, adds security and confidentiality.

Procedure Changes

- Review Procedures for determining the top three scores.
- Review procedures related to Reemployment Register for positions that require a Specialty Factor.
- Review topics related to qualifying and testing candidates who have degree or license pending.

Demonstration Project

- Review of the 'soft money' employment opportunities/concerns.